



EMPLOYMENT OPPORTUNITIES

Week of November 22, 2009

All new employees will be required to successfully pass a pre-employment physical and drug screen. If interested in applying for any position listed below, submit applications on-line at www.wilmingtonnc.gov

Or in person at the City of Wilmington Human Resources, 305 Chestnut Street- 1st floor, PO Box 1810, Wilmington, NC, 28402 or by fax to 910.341.5841. Hearing impaired, dial 711 TTY/Voice.

TO BE CONSIDERED: A CITY OF WILMINGTON APPLICATION MUST BE COMPLETED AND RETURNED TO HR BY 5:00PM ON THE CLOSING DATE.

Individuals selected for conditional offer of employment on positions that require degrees and/or professional certifications must provide an official copy of their university/college transcript(s) and certification(s) before employment with the City of Wilmington will begin. The City will also verify High School Diploma's and GED's.

Candidates for positions that require a CDL or will require a CDL will need to complete a DOT physical.

COMMUNITY SERVICES

Intern-Parks & Recreation-Halyburton Park (Spring 2010 Internship)

Job# 209100

Candidate will be responsible for supporting various activities and projects at Halyburton Park. This 58-acre park houses an events center and nature preserve. Students will work with city staff on developing and implementing environmental education programs for school groups as well as adults and will assist with opening and closing procedures for the park and staffing the events center. Students may also assist the outdoor program, Adventure Pathways, by accompanying staff on kayaking, canoeing or backpacking trips. Candidates should possess sound customer service skills, proper oral and written communication skills, and conflict management skills and possess the ability to multitask. Must be currently enrolled in an accredited College/University program majoring in Recreation, Communication Studies, Environmental Science, Biology, Public Administration or a related field. 12 week internship may end on or before May 31 depending on start date. Work Hours: 40 hours a week (number of weeks dependent on college/university curriculum). Weekend and evening work and valid driver's license is required must meet NC DMV standards. **Compensation: \$1000.00 stipend. CRIMINAL AND DRIVING HISTORY CHECK REQUIRED. Currently accepting applications: Open Until Filled.**

PUBLIC SERVICES

Stormwater Services Intern

Job# 209103

Candidate will be responsible for assisting in various GIS mapping activities including collecting and organizing source documents, digitizing features and linking documents/pictures, participating in GPS field mapping activities, and collaborating with other staff members to accomplish goals related to stormwater infrastructure and easement mapping. City of Wilmington Stormwater Services section is dedicated to the cost-effective, comprehensive management of stormwater run-off and the public drainage system including planning, improvement, preventative maintenance and outreach/education. Candidate must possess solid written and oral communication skills, proficient with windows-based computing and have the ability to work in a deadline-based team environment. Candidate must have experience using ESRI's, ArcGIS 9.X and should have some familiarity with Trimble GPS mapping systems. **Candidate should have completed or be enrolled in college course work in GIS, Geography, Surveying, or a related field. Experience with ArcGIS 9.X is required. Valid driver's license is required must meet NC DMV standards. DRIVING HISTORY CHECK REQUIRED. TEMPORARY. Work Schedule: 8-12 hours per week-flexible to accommodate school. Hourly Rate: \$10.00 per hour. Currently accepting applications Friday, November 20, 2009 at 5:00pm.**

Stormwater Supervisor

Job# 209090

Candidate will be responsible for overseeing the daily operations of the Stormwater crews. Responsibilities will include, but not limited to planning daily and weekly work schedules, ensuring equipment and materials are available, checking job sites and safety, resolving citizen complaints, and locating water, sewer, power, gas, and communication cables. Additional duties include conducting evaluations, attending safety meetings, coordinating employee development plans, communicating with other City departments, and checking daily work sheets. Candidate must be able to supervise multiple crews and effectively plan, organize and schedule work. Candidate must have good communication skills. High School Diploma or GED and a minimum of 3 years experience in the function, repair, maintenance and construction of storm sewer systems or other related experience is required. Must have some technical or supervisory training past High School. Must have knowledge of Microsoft Office software. Minimal class B CDL at time of hire. **Candidate will be required to become a sworn code enforcement officer and enforce city codes as they pertain to the Public Services Department and will also be required to obtain and maintain a pesticide license.** Vegetation identification skills are preferred. **CRIMINAL AND DRIVING HISTORY CHECKS IS REQUIRED. Hiring Salary: \$50,128. Comprehensive benefits package including retirement, paid vacation, sick and holidays, health insurance and contribution to a deferred compensation plan.** Currently accepting applications through **Tuesday, December 1, 2009 at 5:00pm.**

APPLICANTS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT IF THEY HAVE QUESTIONS REGARDING ANY INFORMATION ON THIS DOCUMENT.

APPLICATION INFORMATION

- ☐ Read the job announcement carefully to make sure you understand what the position is looking for and that you have the requirements.
- ☐ Make sure all the requested information is filled in completely and accurately. Just putting "see resume" is not acceptable.
- ☐ Must provide an official copy of your university/college transcript(s) and certification(s) before a final offer will be made, for individuals applying for positions that require degrees and/or professional certifications
- ☐ Don't leave any gaps in your employment history.
- ☐ List job duties or skills that you have, which are relevant to the position you are applying for.
- ☐ Proofread your application material.
- ☐ Write legibly, if you are handwriting your application.
- ☐ Include your resume and cover letter only as supplemental documents, but not as replacements for the requested information.
- ☐ Sign and date your application.
- ☐ Return your application to Human Resources prior to the posted closing dates/times.

Employment Citizenship Requirement-effective October 1, 2005

United States citizenship or legal alien status (must provide proof of identity and eligibility to work in the United States). The City of Wilmington does not engage in special visa programs such as H-1B and H-2A.

DEGREE VERIFICATION

Individuals selected for conditional offer of employment on positions that require degrees and/or professional certifications, must provide an official copy of their university/college transcript(s) and certification(s) before a final offer will be made. The college or university must be accredited. A list of accredited institutions is available on our website.

DRIVING STANDARD

The following criteria will be applied in determining the driving status for driving history checks. Any one of the following factors constitutes an unacceptable driving record.

- One conviction of driving while intoxicated, impaired or under the influence of drugs or alcohol within three (3) years preceding the closing date of the vacancy posting.
- One conviction of careless and reckless driving if the conviction is a result of a reduction from a charge of driving while intoxicated, impaired or under the influence of drugs or alcohol or prearranged racing on streets and highways within three (3) years preceding the closing date of the vacancy posting.
- One conviction of exceeding by more than 15 miles per hour the posted speed limit if also driving in excess of 55 miles per hour within three (3) years preceding the closing date of the vacancy posting. *Examples: 81 mph in a 65 mph zone; 71 mph in a 55 mph zone; or 56 mph in a 35 mph zone.*
- One conviction of involuntary manslaughter involving an automobile or death by vehicle within three (3) years preceding the closing date of the vacancy posting.
- A revocation or suspension of driving license within twelve (12) months preceding the closing date of the vacancy posting.
- Currently holding a "limited driving privilege" (paper license).
- Possess a restricted driver's license with such restrictions as to preclude meeting the requirements to drive for the City.

Hearing impaired, dial 711 TTY/Voice. EOE